

# TRAINING OPPORTUNITIES

REV 6/3/2021

## On-Demand Training

We are busy juggling work, family & other responsibilities, so it's understandable if we sometimes can't spare 60 minutes or more for a training session, no matter how informative or engaging it is. The On-Demand training sessions from the Employee Assistance program are (5-10 minutes) training modules which include fun, interactive features & help us build practical skills to deal with real-life challenges.

Topics include Balancing Work & Life, Managing Personal Finances, Time Management Tools & Personal Health. Information can be found on the EAP web portal [www.guidanceresources.com](http://www.guidanceresources.com).

### On-Going State Resource

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
On-going Self-Paced	Performance Management Process (PMP)	\$0*	KS Department of Administration (DofA) -  Visit online at: <a href="http://www.da.ks.gov/ps/training/pmp/">http://www.da.ks.gov/ps/training/pmp/</a>	Online	Supervisors	This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The course also touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review.
On-going Self-Paced	Harassment Prevention Training	\$0*	KS Human Rights Commission (KHRC) -  Visit online at: <a href="http://www.da.ks.gov/ps/training/lectora%20harassment-2/">http://www.da.ks.gov/ps/training/lectora%20harassment-2/</a>	Online	All Employees	This online course promotes an understanding & increased awareness of harassment, including sexual harassment. This presentation defines an inclusive workplace, reviews why an inclusive workplace is important, discusses workplace harassment, including sexual harassment, & provides guidance on what to do if you feel that you have been harassed. If you are a supervisor, this presentation reviews what you should do if you receive a report of harassment or witness harassment.
On-going Self-Paced	KS New Employee Orientation (ID #: 1051574)  Successfully Dealing with Challenging Customers (ID #: 1069122)	\$0*	KS Department of Health & Environment (KDHE) and KS Department of Commerce -  KS New Employee Orientation  Successfully Dealing with Challenging Customers  Visit <b>KANSAS TRAIN</b> at <a href="https://www.train.org/ks/">https://www.train.org/ks/</a> , register/login, & look up by Course ID#	Online	All Employees	<u>New Employee Orientation:</u> Provides necessary vital information to newly hired employees regarding benefits, policies, procedures & expectations.  <u>Successfully Dealing with Challenging Customers:</u> This online course identifies reasons customers may appear unreasonable & what gets in the way of working with challenging customers. Describes the importance & best practices of effective communication with your customers. This online course is designed to equip employees with knowledge needed to work with challenging customers & best serve those customers effectively.

On-going Self-Paced	FMLA Supervisory Training	\$0*	KS Department of Administration (KDoA) -  Visit online at: <a href="http://da.ks.gov/ps/training/fmla/">http://da.ks.gov/ps/training/fmla/</a>	Online	Supervisors	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of FMLA law & practical guidance on its administration. More specifically, participants will learn how their role as a supervisor is important in ensuring proper management of the law.
On-going Self-Paced	FMLA Training for Employees	\$0*	KS Department of Administration (KDoA) -  Visit online at: <a href="http://da.ks.gov/ps/training/employee_fmla5/">http://da.ks.gov/ps/training/employee_fmla5/</a>	Online	All Employees	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of the FMLA law & how it applies to State employees. Participants will learn what might trigger a FMLA event, how they would apply for FMLA & what their responsibilities would be while on FMLA.
On-going Self-Paced	HIPAA Awareness (ID #: 1047429)  HIPAA: Allowable Disclosures & Safeguards (ID #: 1072478)  HIPAA: Right to Access & Documentation (ID #: 1072486)	\$0*	KS Department of Health & Environment (KDHE) -  Visit <b>KANSAS TRAIN</b> at <a href="https://www.train.org/ks/">https://www.train.org/ks/</a> , register/login, & look up by Course ID#	Online	All Employees	<u>HIPAA Awareness:</u> After completing this online course, you will be able to explain the source of HIPAA, indicate two on-site HIPAA information sources & identify two HIPAA rules & two consequences of HIPAA violations.  <u>HIPAA: Allowable Disclosures &amp; Safeguards:</u> After completing this online course, you will be able to determine possible Protected Health Information (PHI) & how to safeguard it. You will also be able to determine correct action related to incidental disclosure, define the minimum necessary information applicable to the job & determine correct actions, differentiate exempt disclosures from non-exempt Protected Health Information (PHI) & determine correct actions, respond correctly to information transmission format scenarios & locate a resource for further information.  <u>HIPAA: Right to Access &amp; Documentation:</u> After completing this online course, you will be able to recognize that your organization has HIPAA forms & compliance officer. You will also be able to demonstrate concept mastery through scenario decision making & locate resources for further information.
On-going Schedule by Appointment	Inappropriate Behavior & the Inclusive Workplace	\$0*	KS Human Rights Commission (KHRC) -  Ruth Glover at: <a href="mailto:Ruth.Glover@ks.gov">Ruth.Glover@ks.gov</a>	Webinar via Microsoft Teams	All Employees	The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment & behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior & inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity.

On-going Schedule by Appointment	Records Management 101	\$0*	KS Historical Society (KSHS) -  <b>Megan Rohleder</b> at: <a href="mailto:Megan.Rohleder@ks.gov">Megan.Rohleder@ks.gov</a> or <b>Ethan Anderson</b> at: <a href="mailto:Ethan.Anderson@ks.gov">Ethan.Anderson@ks.gov</a>	By Appointment	Records Officers or Designees; All Employees	This course covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. The course also walks attendees through why records management is important, legal requirements, paper & electronic records, the State Records Board, & Electronic Records Committee. The course concludes with a hands on workshop designed to introduce attendees to revising & constructing retention schedules & helpful advice on how to start revisions of their agency's schedule.
On-going Schedule by Appointment	Shared Drive Clean Up	\$0*	KS Historical Society (KSHS) -  <b>Megan Rohleder</b> at: <a href="mailto:Megan.Rohleder@ks.gov">Megan.Rohleder@ks.gov</a> or <b>Ethan Anderson</b> at: <a href="mailto:Ethan.Anderson@ks.gov">Ethan.Anderson@ks.gov</a>	By Appointment	All Employees	This course covers the basics of cleaning up an agency or division shared drive. The course walks attendees through the process of how to identify what records are in the shared drive, who created them, retention requirements & programs/software that will identify duplicate records & will clean up space for future use. The course will include a hands on demonstration of software used by the Historical Society in managing a shared drive.
On-going Self- Paced	State Library -  LearningExpress Library	\$0*	State Library of Kansas (SLK) -  <b>Sarah Tenfelde-Dubois</b> at: <a href="mailto:Sarah.Tenfelde-Dubois@ks.gov">Sarah.Tenfelde-Dubois@ks.gov</a>	Online	All Employees	<p>LearningExpress Library is a system of online tutorials, eBooks &amp; other materials funded &amp; made available to all Kansans by the State Library of Kansas. State employees will be most interested in the software tutorials available in this product (certificate on completion), but please note this contains a “Center” for various learning audiences. Practice tests for the Praxis, Law Enforcement, ACT/GED/GRE &amp; more occupational or entrance exams are available to all Kansans. <b>Visit</b> <a href="http://kslib.info/LEL">http://kslib.info/LEL</a> &amp; <b>register</b> for your personal account &amp; use these materials.</p> <p>Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, &amp; Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review</p>
On-going Self-paced	State Library -  Universal Class	\$0*	State Library of Kansas (SLK) -  <b>Sarah Tenfelde-Dubois</b> at: <a href="mailto:Sarah.Tenfelde-Dubois@ks.gov">Sarah.Tenfelde-Dubois@ks.gov</a>	Online	All Employees	<p>Universal Class is a system of online courses in over 500 topics, funded &amp; made available to all Kansans by the State Library of Kansas. Join a full course for instructor interaction, assignments &amp; Continuing Education credits upon completion; or just watch (audit) the lecture videos to brush up on a topic. <b>Visit</b> <a href="http://kslib.info/uclass">http://kslib.info/uclass</a> &amp; <b>register</b> for a personal account to join or audit a course.</p> <p>Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word &amp; Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review</p>

On-going Self- Paced	The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice & Discounts, Personal Money Management Advice, Work-Life Solutions & More!	\$0*	Employee Assistance Program (KDHE) -  <b>Courtney Payne</b> at: <a href="mailto:cpayne@compsych.com">cpayne@compsych.com</a>	Online	All Employees	ComPsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial & legal advice when you need it, help you discover your best financial options, assist in finding elder & child care & even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos & e-books over popular work-life topics available at no cost.  <b>Call</b> 1.888.275.1205 Option 1 or <b>go online</b> at <a href="http://www.guidanceresources.com">www.guidanceresources.com</a> (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial & more.
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Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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## June 2021 Course Information

\*\*\*Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
6/30/2021 -  8:30 AM to 12:00 PM	<b>*FEATURED*</b>  Generational Differences (RVHR4007)	\$0*	KS Department of Revenue (KDOR) -  <b>George Waters</b> at: <a href="mailto:George.Waters@ks.gov">George.Waters@ks.gov</a>	Virtual	All Employees	Embracing the diversity of different generations is a must in today's workforce. To build strong work teams & associate relationships, participants must strive to understand the differences that exist in the workplace. This informative & interactive workshop gives insight into the personality & job-related traits of the generations in the workforce today.
6/8/2021- 6/9/2021 -  9:00 AM to 3:30 PM	SQL Fundamentals	\$80	KS Department of Transportation (KDOT) -  <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>  <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i>	Microsoft Teams	All Employees	This is a basic introduction to SQL. In this course, participants will learn about retrieving data from a table, using operators, functions, joins & subqueries. Upon completion, participants will receive a certificate.  Participants will receive the books electronically along with the classroom student practice files.

6/15/2021-6/16/2021 -  8:30 AM to 3:30 PM	Adobe Pro with Forms	\$80	KS Department of Transportation (KDOT) -  <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>  <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i>	Microsoft Teams	All Employees	In this 2-day course, participants will create PDF documents, convert to different formats, customize settings, edit documents, add bookmarks, etc. Participants will also create interactive forms, import & export form data & print/batch process PDF documents.  Participants will receive the books electronically along with the classroom student practice files.
6/15/2021-6/17/2021 -  8:30 AM to 4:30 PM	Project Recovery: How to Detect, Diagnose, & Turn Around Failing Projects	\$350	KS Information Technology Office (KITO) -  <b>Celena Ramirez</b> at: <a href="mailto:Celena.M.Ramirez@ks.gov">Celena.M.Ramirez@ks.gov</a>  Visit online at: <a href="http://ebit.ks.gov/kito/training">http://ebit.ks.gov/kito/training</a>	Virtual	Project Managers	This three-day course prepares participants in skills & techniques for detecting, diagnosing, & turning around failing projects. It will focus on process analysis & turn around strategies to support project recovery. Projects can be unpredictable & may get into trouble & not fulfill the desired outcomes, goals, & objectives. At times, these projects will even fail & bring reduced opportunities with lower benefits. Failures can sometimes be caught early & turned around.
6/16/2021 -  10:30 AM to 11:30 AM	Sleep: An Essential Component of Health & Well-Being	\$0*	KS Department of Administration (DofA) and ComPsych -  <a href="#">Click here to register online</a>	Online Webinar	All Employees	In the past five years, it has been routinely reported by researchers & the media alike that Americans are notoriously sleep deprived. There are numerous reasons why this may be the case. Yet while many people look towards improving their health via diet, exercise & ceasing bad consumption habits (e.g., junk food, cigarettes), sleep is often overlooked—or is it? This course provides the latest research findings regarding the importance of sleep & offers participants suggestions on how to improve their sleep according to priority & quality measures.
6/17/2021 -  8:30 AM to 3:30 PM	Excel 2016 Level 2	\$60	KS Department of Transportation (KDOT) -  <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>  <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i>	Microsoft Teams	All Employees	In this course participants will work with concepts such as consolidating data, creating a workspace, adding comments to cells & workbooks, define and apply cell & range names, create & manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists & create and format a table. Participants will also save a worksheet as a Web page, use the AutoRepublish feature, insert & edit hyperlinks in worksheets & send a workbook via e-mail.  Participants will receive the books electronically along with the classroom student practice files
6/30/2021 -  8:30 AM to 4:30 PM	Vendor Management	\$140	KS Information Technology Office (KITO) -  <b>Celena Ramirez</b> at: <a href="mailto:Celena.M.Ramirez@ks.gov">Celena.M.Ramirez@ks.gov</a>  Visit online at: <a href="http://ebit.ks.gov/kito/training">http://ebit.ks.gov/kito/training</a>	Virtual	Project Managers	This one-day course will give foundational skills to workers who are overseeing contractors. Participants will learn ways to hold contractors accountable to the terms & conditions of the contract. Participants will improve knowledge & competencies of staff in vendor management, increase tools in dealing with low performance vendors & remedy the lack of performance, & understand the need to document specific events when a vendor does not comply with contract. Participants will also discover why & how building relationships with a vendor can payoff throughout the management of the contract.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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## July 2021 Course Information

\*\*\*Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
Tuesdays & Thursdays in August 2021 -  Exact dates to be determined	Kansas Human Rights Commission Employment Law & Human Resources Webinar Series	\$0*	Kansas Human Rights Commission (KHRC) -  <b>Ruth Glover</b> at: <a href="mailto:Ruth.Glover@ks.gov">Ruth.Glover@ks.gov</a>	Virtual	All Employees  Open to the Public, Attorneys, HR Professionals & Legal Staff	<p>This year the Kansas Human Rights Commission Employment Law and Human Resources "Seminar" will be converted to an online webinar series. Stay tuned for additional information as KHRC fill the agenda with expert speakers addressing the hottest topics in employment law and human resources! This webinar series is perfect for solving the HR/employment puzzle.</p> <p>Receive an overview of the latest developments in employment law or participate in an attorney ethics credit. This webinar series can also be applied for accreditation from the HR Certification Institute, and ethics/professionalism credit through the Kansas Continuing Legal Education Commission and Missouri Bar.</p> <p><b>Check <a href="http://www.khrc.net">www.khrc.net</a> in Mid-May for updates as KHRC finalizes webinar series details.</b></p>
7/7/2021 -  10:30 AM to 11:30 AM	Communication Skills for Families	\$0*	KS Department of Administration (DofA) and ComPsych -  <a href="#">Click here to register online</a>	Online Webinar	All Employees	<p>Communication is a fine art that we often take for granted. It takes more than physical &amp; verbal abilities to communicate. It takes energy along with the ability to offer support &amp; demonstrate understanding &amp; compassion when communicating within your family. Whether it's an expectation, emotion, question or other message, openness &amp; willingness to communicate improves overall quality of family communication.</p>
7/8/2021 -  8:30 AM to 3:30 PM	Word 2016 Level 1	\$60	KS Department of Transportation (KDOT) -  <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>  <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i>	Microsoft Teams	All Employees	<p>This course will explore the Word environment. Participants will create/save/close documents, use the Help system, navigate in a document, use some of Word's automated tasks, use basic editing techniques &amp; use the undo/redo commands. Participants will also select/copy/move text, use the find/replace commands to modify document text, change the appearance of a document by: applying character formats by setting tabs, aligning paragraphs, creating lists, setting paragraph indents &amp; line spacing.</p> <p>Participants will receive the books electronically along with the classroom student practice files.</p>

7/13/2021 - 8:30 AM to 3:30 PM	Excel 2016 Level 3	\$60	KS Department of Transportation (KDOT) -  <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>  <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i>	Microsoft Teams	All Employees	<p>In this course participants will learn how to summarize worksheet data by creating automatic subtotals, use the Data Validation feature to validate data entered in cells, use database functions to summarize list values that meet the criteria you specify and use data forms to add data. Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing &amp; comparing large amounts of data, change PivotTable view by moving fields and by hiding &amp; showing details, improve the appearance of a PivotTable by changing its field settings &amp; applying a format, create a PivotChart to graphically display data from a PivotTable. Export data from Excel to a text file &amp; import data from a text file into an Excel workbook, Import XML data into a workbook &amp; export data from a workbook to an XML data file and use Microsoft Query &amp; the Web query feature to import data from external databases.</p> <p>Participants will receive the books electronically along with the classroom student practice files.</p>
7/13/2021 - 10:30 AM to 11:30 AM	Coping During Uncertain Times	\$0*	KS Department of Administration (DofA) and ComPsych -  To <b>register</b> , visit: <a href="https://www.surveymonkey.com/r/Coping2021">https://www.surveymonkey.com/r/Coping2021</a>	Landon State Office Building, 900 SW Jackson, Rm 501, Topeka KS	All Employees	<p>The course will examine how to remain positive &amp; functional despite the risks of living in a changing world. Included will be practical tips for coping with uncertainty, re-establishing control &amp; how to speak to children about fear.</p>
7/15/2021 - 8:30 AM to 3:30 PM	PowerPoint 2016 Level 2	\$60	KS Department of Transportation (KDOT) -  <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>  <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i>	Microsoft Teams	All Employees	<p>In this course, participants will learn how to create/modify templates, build a customer slide master, insert multimedia elements, learn advanced techniques for working with charts, tables, clip art &amp; drawing tools. Participants will also add/modify action buttons, use advanced delivery techniques, customize/create toolbars &amp; create macros.</p> <p>Participants will receive the books electronically along with the classroom student practice files.</p>

7/20/2021- 7/21/2021 -  9:00 AM to 3:30 PM	Access 2016 Level 3	\$80	KS Department of Transportation (KDOT) -  <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>  <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i>	Microsoft Teams	All Employees	<p>In this course participants will use SQL statements &amp; examine them in Access, write SQL statements to create queries &amp; attach an SQL statement to a command button, create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria &amp; create action queries to add/delete/modify data in tables &amp; to create new tables. Participants will also create/run macros to automate tasks &amp; attach macros to the events of database objects, create data validation &amp; data-entry macros, create macros that run parameter queries, create the AutoKeys &amp; AutoExec macros &amp; create macros to import/export database objects. Upon completion, participants will import Access objects into an active database from another Access database &amp; Excel, export objects from one active database to another Access database, export/import XML documents.</p> <p>Participants will receive the books electronically along with the classroom student practice files.</p>
7/21/2021- 7/24/2021 -  8:30 AM to 4:30 PM	Scrum Project Management	\$350	KS Information Technology Office (KITO) -  <b>Celena Ramirez</b> at: <a href="mailto:Celena.M.Ramirez@ks.gov">Celena.M.Ramirez@ks.gov</a>  Visit online at: <a href="http://ebit.ks.gov/kito/training">http://ebit.ks.gov/kito/training</a>	Virtual	Project Managers	<p>During this three-day course, participants will examine the beginning framework of Scrum, the roles responsibilities of team members, &amp; each aspect of running projects using Scrum methodologies. Participants will learn how to shift the roles from a traditional project manager to ScrumMaster. The course will include situations to challenge participants with what Scrum is &amp; is not.</p>
7/22/2021 -  8:30 AM to 3:30 PM	Word 2016 Level 2	\$60	KS Department of Transportation (KDOT) -  <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>  <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i>	Microsoft Teams	All Employees	<p>This course will go over how to create and format sections in a document, create multiple columns &amp; sort text in columns. Participants will work with tables by formatting the cell text, resizing rows &amp; columns, adding borders &amp; shading, using the Table Auto Format command &amp; drawing a table, import Excel data into Word tables, use formulas to perform calculations and link &amp; embed Excel data. Participants will also create &amp; modify styles to format text and to set up &amp; use different views, including Outline view, the Document Map pane and thumbnails, create &amp; manipulate Headers &amp; Footers, working with Styles, creating labels &amp; envelopes and work with Graphics Revisions in a document.</p> <p>Participants will receive the books electronically along with the classroom student practice files.</p>



7/27/2021 - 8:30 AM to 3:30PM	Word 2016 Level 3	\$60	KS Department of Transportation (KDOT) -  <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>  <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i>	Microsoft Teams	All Employees	In this course participants will learn how to mail merge, create forms, work with & run macros. Participants will also create a master document, table of contents, footnotes, endnotes & cross-references.  Participants will receive the books electronically along with the classroom student practice files.
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## August 2021 Course Information

\*\*\*Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
8/4/2021- 8/5/2021	Access 2016 Level 1	\$60	KS Department of Transportation (KDOT) -  <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>  <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i>	Microsoft Teams	All Employees	This course will enable participants to organize data efficiently by using a database management system, open Access database & use the Help feature. Participants will plan/create a database, use datasheet & design view, create/work in tables, modify a table's design, use the Find feature & spell checker. Participants will also sort, filter & delete records, set field properties, create input masks, set validation rules, create single/multiple-field indices, create queries - sort/filter results, modify & perform operations.  Participants will receive the books electronically along with the classroom student practice files.
8/4/2021 - 10:30 AM to 11:30 AM	Running on E: Adding Energy & Passion to Your Work & Life	\$0*	KS Department of Administration (DofA) and ComPsych -  <a href="#">Click here to register online</a>	Online Webinar	All Employees	Longer hours, increased responsibilities, constant change, accelerated pace of business, intensified pressure...But this doesn't mean you can't have fun & enjoy your work. This course will help you not only to survive but also thrive in today's high-pressure world. By unleashing your energy, igniting your enthusiasm & finding fun in your job, you're sure to maximize your work performance & even enjoy it!
8/7/2021- 8/8/2021 -  8:30 AM to 4:30 PM	Project Risk Management Advanced	\$245	KS Information Technology Office (KITO) -  <b>Celena Ramirez</b> at: <a href="mailto:Celena.M.Ramirez@ks.gov">Celena.M.Ramirez@ks.gov</a>  Visit online at: <a href="http://ebit.ks.gov/kito/training">http://ebit.ks.gov/kito/training</a>	To Be Determined	Project Managers	A two-day course which will review the basic concepts of project risk & project risk management & then dig deeper into identifying risks & strategizing solutions for those risks. Participants will explore tools & techniques for collecting, analyzing, implementing, & monitoring data & the responses to combat risk.

PMM I 8/8/2021- 8/12/2021  PMM II 9/1/2021- 9/5/2021  PMM III 9/15/2021- 9/19/2021  All classes: 8:30 AM to 4:30 PM	Project Management Methodology I	\$1,655	KS Information Technology Office (KITO) -  <b>Celena Ramirez</b> at: <a href="mailto:Celena.M.Ramirez@ks.gov">Celena.M.Ramirez@ks.gov</a>  Visit online at: <a href="http://ebit.ks.gov/kito/training">http://ebit.ks.gov/kito/training</a>	To Be Determined	Project Managers	<p>This intensive course focuses on ways participants can run projects faster &amp; more effectively. Participants will learn how to successfully create, monitor &amp; guide the project's scope &amp; critical path. Participants will diagnose &amp; prevent problems such as scope creep, time slippage, &amp; team conflicts. All Project Management courses have been certified with the Project Management Institute (PMI). PMI is the world's largest project management association &amp; administers a globally recognized Project Management Professional (PMP) credential program. PMP certification is the most widely recognized in the profession. This certification demonstrates a high level of expertise &amp; knowledge of project management concepts &amp; practices. By aligning course work with PMI, an organization knows that the training is founded on solid information &amp; will support certifications which are globally recognized.</p> <p><i>For certification as a State of Kansas IT Project Manager, the participant must complete PMM I, II, &amp; III and successfully pass a final examination.</i></p>
8/12/2021 - 10:30 AM to 11:30 AM	Developing Grit: Strategies for Success in Work & Life	\$0*	KS Department of Administration (DofA) and CompPsych -  To <b>register</b> , visit: <a href="https://www.surveymonkey.com/r/DevelopingGrit">https://www.surveymonkey.com/r/DevelopingGrit</a>	Landon State Office Building, 900 SW Jackson, Rm 501, Topeka KS	All Employees	<p>Grit is mental toughness. Grit is the ability to persevere to achieve difficult long-term goals. Grit is strongly associated with success in personal &amp; professional life. Grit involves several elements: passion &amp; purpose, development of habits &amp; coping with unpleasant emotions such as fear, discouragement or embarrassment.</p> <p>This course will examine the nature of grit &amp; identify specific methods for developing it.</p>
8/18/2021- 8/19/2021 -  9:00 AM to 3:30 PM	Access 2016 Level 2	\$80	KS Department of Transportation (KDOT) -  <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>  <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i>	Microsoft Teams	All Employees	<p>Participants in this course will learn how to normalize tables, set table relationships &amp; implement referential integrity between related tables. They will also create a Lookup list field, modify Lookup field properties &amp; use calculated fields in a query &amp; use queries to view summarized &amp; grouped data. Participants will also add unbound controls, graphics, calculated fields &amp; a combo box to form.</p> <p>Participants will receive the books electronically along with the classroom student practice files.</p>
8/24/2021 - 1:00 PM to 3:00 PM	Kansas Project Management Methodology Executive Overview	\$0*	KS Information Technology Office (KITO) -  <b>Celena Ramirez</b> at: <a href="mailto:Celena.M.Ramirez@ks.gov">Celena.M.Ramirez@ks.gov</a>  Visit online at: <a href="http://ebit.ks.gov/kito/training">http://ebit.ks.gov/kito/training</a>	Virtual	Project Managers	<p>This course introduces participants to the State of Kansas Project Management Methodology (PMM). Participants will learn how Project Management Methodology evolved in the State of Kansas. The course is designed to provide an understanding of project concepts, roles &amp; responsibilities, the planning process, &amp; project phases. Participants will learn the purpose of PMM &amp; the importance of it to a project's success. The course also covers the importance of the roles &amp; responsibilities of each team member on the project. Lastly, participants will be walked through all of the documentation that is submitted during planning, execution, &amp; close-out.</p>

8/25/2021-8/26/2021 -	Crystal Reports Writer Level 1	\$270	KS Department of Transportation (KDOT) -	Microsoft Teams	All Employees	<p>This course is designed for new users of Crystal Reports 2016. Some of the topics covered include a review of the software features, report design &amp; the creation of presentation quality reports.</p> <p>Participants will receive the books electronically along with the classroom student practice files.</p>
8:30 AM to 3:30 PM			<p><b>Ingrid Vandervort</b> at:  <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a></p> <p><i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i></p>			

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

\*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

## September 2021 Course Information

\*\*\*Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
PMM I 8/8/2021-8/12/2021  PMM II 9/1/2021-9/5/2021  PMM III 9/15/2021-9/19/2021  All classes: 8:30 AM to 4:30 PM	Project Management Methodology II	\$1,655          <i>*combined cost for all 3 courses</i>	KS Information Technology Office (KITO) -  <b>Celena Ramirez</b> at: <a href="mailto:Celena.M.Ramirez@ks.gov">Celena.M.Ramirez@ks.gov</a>  Visit online at: <a href="http://ebit.ks.gov/kito/training">http://ebit.ks.gov/kito/training</a>	To Be Determined	Project Managers	<p>This intensive course focuses on ways participants can run projects faster &amp; more effectively. Participants will learn how to successfully create, monitor &amp; guide the project's scope &amp; critical path. Participants will diagnose &amp; prevent problems such as scope creep, time slippage, &amp; team conflicts. All Project Management courses have been certified with the Project Management Institute (PMI). PMI is the world's largest project management association &amp; administers a globally recognized Project Management Professional (PMP) credential program. PMP certification is the most widely recognized in the profession. This certification demonstrates a high level of expertise &amp; knowledge of project management concepts &amp; practices. By aligning course work with PMI, an organization knows that the training is founded on solid information &amp; will support certifications which are globally recognized.</p> <p><i>For certification as a State of Kansas IT Project Manager, the participant must complete PMM I, II, &amp; III and successfully pass a final examination.</i></p>
9/1/2021 - 10:30 AM to 11:30 AM	Addressing Employee Performance Issues In A Supportive Way	\$0*	KS Department of Administration (DofA) and ComPsych -  <a href="#">Click here to register online</a>	Online Webinar	Supervisors	<p>When addressing performance issues, it can be hard to show employees that you care about &amp; support them, while still being clear about problems &amp; expectations. This course offers tools for having supportive conversations in these challenging situations.</p>

PMM I 8/8/2021-8/12/2021  PMM II 9/1/2021-9/5/2021  PMM III 9/15/2021-9/19/2021  All classes: 8:30 AM to 4:30 PM	Project Management Methodology III	\$1,655	KS Information Technology Office (KITO) -  <b>Celena Ramirez</b> at: <a href="mailto:Celena.M.Ramirez@ks.gov">Celena.M.Ramirez@ks.gov</a>  Visit online at: <a href="http://ebit.ks.gov/kito/training">http://ebit.ks.gov/kito/training</a>	To Be Determined	Project Managers	<p>This intensive course focuses on ways participants can run projects faster &amp; more effectively. Participants will learn how to successfully create, monitor &amp; guide the project's scope &amp; critical path. Participants will diagnose &amp; prevent problems such as scope creep, time slippage, &amp; team conflicts. All Project Management courses have been certified with the Project Management Institute (PMI). PMI is the world's largest project management association &amp; administers a globally recognized Project Management Professional (PMP) credential program. PMP certification is the most widely recognized in the profession. This certification demonstrates a high level of expertise &amp; knowledge of project management concepts &amp; practices. By aligning course work with PMI, an organization knows that the training is founded on solid information &amp; will support certifications which are globally recognized.</p> <p><i>For certification as a State of Kansas IT Project Manager, the participant must complete PMM I, II, &amp; III and successfully pass a final examination.</i></p>
9/23/2021 - 10:30 AM to 11:30 AM	Bringing Out the Best In Others	\$0*	KS Department of Administration (DofA) and CompPsych -  To <b>register</b> , visit: <a href="https://www.surveymonkey.com/r/BringingBest2021">https://www.surveymonkey.com/r/BringingBest2021</a>	Landon State Office Building, 900 SW Jackson, Rm 501, Topeka KS	All Employees	<p>Whether in your personal or your professional life, are you the kind of person that brings out the best in others? Do people shine around you, or do they tend to withdraw, hesitant to show their best? Some people seem to have a knack for challenging, motivating &amp; inspiring their friends, family members &amp; coworkers.</p> <p>In this course, participants will learn how to do their part to make sure others are at their best around them.</p>

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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## October 2021 Course Information

\*\*\*Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
10/5/2021 - 8:30 AM to 4:30 PM	Project Cost Management	\$140	KS Information Technology Office (KITO) -  <b>Celena Ramirez</b> at: <a href="mailto:Celena.M.Ramirez@ks.gov">Celena.M.Ramirez@ks.gov</a>  Visit online at: <a href="http://ebit.ks.gov/kito/training">http://ebit.ks.gov/kito/training</a>	To Be Determined	Project Managers	<p>This one-day course will focus on basic cost management theories and techniques. Students will learn how to give value to the customer beyond cost. There will also be a discussion on ways to get the project back on track and how to adjust budgeting issues during over expenditures. This course will follow one or more of Project Management Institute's knowledge areas of the PMBOK® Guide.</p>

10/6/2021 - 10:30 AM to 11:30 AM	Mindfulness: Being Present in Your Work & Life	\$0*	KS Department of Administration (DofA) and ComPsych -  <a href="#">Click here to register online</a>	Online Webinar	All Employees	The idea of mindfulness or being mindful is complete engagement in the present moment. It is a state where you are not thinking, reflecting, judging or deciding, but are instead simply experiencing the things currently in your available experience. In many ways people are largely unaware of our present moment, & often operate on “auto-pilot” to some degree. The auto-pilot mode is our default mode of operation. Even when we find ourselves in a pleasurable quiet moment we automatically begin to daydream about others, plan/worry about the future or ruminate about the past. Mindfulness is about waking up to the present moment & paying attention to our experience. Learning mindfulness is not difficult; however, it is difficult to remember to do it. This course discusses mindfulness & how to incorporate its practice into your life.
10/12/2021 - 10:30 AM to 11:30 AM	Emotional Intelligence	\$0*	KS Department of Administration (DofA) and ComPsych -  To <b>register</b> , visit: <a href="https://www.surveymonkey.com/r/Intelligence2021">https://www.surveymonkey.com/r/Intelligence2021</a>	Landon State Office Building, 900 SW Jackson, Rm 501, Topeka KS	All Employees	Implementing discipline over our emotional life is difficult & requires lifelong practice. Being able to choose to act or respond in a particular manner is preferable to re-acting on a consistent basis, yet it is difficult. Enhancing emotional intelligence improves our ability to master our emotional functioning. High emotional intelligence can improve our communications with all others, enhance our perception of satisfaction with ourselves & our lives & increase our productiveness overall.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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## November 2021 Course Information

\*\*\*Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
11/3/2021 - 10:30 AM to 11:30 AM	Gratitude: A Skill for Happier Living	\$0*	KS Department of Administration (DofA) and ComPsych -  <a href="#">Click here to register online</a>	Online Webinar	All Employees	Gratitude is a skill anyone can learn as an alternative to regret & fear. We can focus on the positive elements of our lives with a few simple practices. Providing sincere compliments can help us build relationships & be grateful for others. Rather than being grateful because we “ought to,” we can choose gratitude as a way of looking forward to each day.
11/9/2021 - 10:30 AM to 11:30 AM	Laughter, Humor & Play to Reduce Stress & Solve Problems	\$0*	KS Department of Administration (DofA) and ComPsych -  To <b>register</b> , visit: <a href="https://www.surveymonkey.com/r/Laugh2021">https://www.surveymonkey.com/r/Laugh2021</a>	Landon State Office Building, 900 SW Jackson, Rm 501, Topeka KS	All Employees	Professional comedians shouldn't be the only people to use smiling, laughter, humor & play as part of their daily routine. These skills are valuable for everyone. A good smile has long been a key tool for anyone who needs to influence others. Laughter is now shown to improve our pain tolerance. Humor & play can be the building blocks of problem-solving. Together they can improve our happiness & effectiveness.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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## December 2021 Course Information

**\*\*\*Please note training courses are subject to change due to COVID-19.**

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
12/1/2021 - 10:30 AM to 11:30 AM	Rewards & Challenges of Blended Family	\$0*	KS Department of Administration (DofA) and ComPsych -  <a href="#">Click here to register online</a>	Online Webinar	All Employees	With more than half of all marriages ending in divorce, & the majority of divorced individuals finding new partners, the number of blended families is growing. This type of situation can create a range of challenging issues, both practical & emotional. Patience, understanding & open communication can help make the transition smoother for everyone.
12/16/2021 - 10:30 AM to 11:30 AM	Making the Most of Family Occasions	\$0*	KS Department of Administration (DofA) and ComPsych -  To <b>register</b> , visit: <a href="https://www.surveymonkey.com/r/FamilyOccasions2021">https://www.surveymonkey.com/r/FamilyOccasions2021</a>	Landon State Office Building, 900 SW Jackson, Rm 501, Topeka KS	All Employees	If you are a parent you probably share an almost universal desire to make family occasions special for your children. You also may have to overcome certain obstacles in creating your own special experiences with your children such as finances, distance from family members, & the special circumstances created by divorce, step-parenting & blended families. Many parents work overtime only to find themselves frustrated by the experience & doubtful that the end result was particularly meaningful to their children.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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